

## USE OF FACILITIES – GUIDELINES AND PROCEDURES

### **Statement of Purpose:**

The Pelham School District encourages the use of the school facilities for the benefit of educational activities. The board also recognizes its responsibility to make the facilities available as a community resource while preventing overuse and incurring unexpected costs associated with the use of the facilities.

### **Statement of Policy:**

The Pelham School District facility use policy is designed to assist groups desiring to use school facilities for approved activities while preserving order in school buildings and on school grounds, protecting school facilities, and ensuring that use of facilities/grounds does not conflict with their use for school purposes or interfere with the regular conduct of school work and activities. The Pelham School Board or its designee reserves the right to accept or deny any and all requests for the use of facilities. All requests granted will be subject to the rules and regulations detailed herein. The Pelham School Board reserves the right to deny use to any party.

### **Process:**

Organization or individuals desiring to use school facilities for the first time will submit a written application along with all required documentation determined to be necessary to complete the application. The Superintendent or his/her designee will assign the applicant to a category as detailed herein (below). The applicant will then be subject to the fees (if applicable) associated with the assigned category. The applicant has the right to appeal their organization's categorization to the School Board. Once the applicant's application has been approved and assigned to a category, the applicant can begin requesting the use of school facilities through the appropriate building principal or his/her designee.

### **Eligible Organizations:**

School facilities will be made available to eligible groups when requests are not in conflict with school functions. Categories of eligible organizations are listed below in their order of priority for scheduling purposes and to determine applicable fees. Should conflict with school-related use arise after agreement is made, the school related use will take priority. School facilities are not available for commercial purposes.

**Category A:** Town of Pelham sponsored activities (including departments of the Town of Pelham). No fees shall be collected or charged for use related to this category for use during normal business hours.

**Category B:** Non-profit organizations that primarily service Pelham residents. (ex. Boy Scouts, Travel Basketball, etc.)

**Category C:** Non-profit organizations that primarily service non-Pelham residents. (ex. ASA Softball)

**Category D:** All other organizations or individuals.

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### **Fees:**

**Normal Business Hours:** Fees will be charged to organizations according to the fee schedule listed below. Each school will determine what constitutes “normal business hours.” Any facility use that occurs outside “normal business hours” will incur additional fees as listed in the fee schedule.

**Building Use Fee:** The “Building Use Fee” will apply to every use of the facility *in addition* to other applicable fees. For example, an organization categorized in “Category C” who desires to use a gymnasium during non-business hours will be charged \$30 per hour for the building use fee plus \$5 per hour for use of the gymnasium.

**Food Services:** The Pelham School District participates in Federal Nutrition Programs and maintains commercial kitchens at each school. District administration, as well as State and Federal Agencies, govern the operation of these facilities.-New Hampshire rules for sanitary production and distribution of food must be observed. To ensure the safe and proper use and care of equipment and facilities, a school food service worker is required to be on duty when use of the kitchen is requested. The district will charge a service fee to the renter for this assignment. The Food Service Director will coordinate and schedule a food service worker.

### **FEE SCHEDULE**

	<b>Category A</b>		<b>Category B</b>		<b>Category C</b>		<b>Category D</b>	
	Normal	Overtime	Normal	Overtime	Normal	Overtime	Normal	Overtime
<b>Building Use Fee</b>	N/C	<b>\$30/hr</b>	N/C	<b>\$30/hr</b>	<b>\$10/hr</b>	<b>\$30/hr</b>	<b>\$50/hr</b>	<b>\$50/hr</b>
<b>Classroom</b>	N/C	N/C	N/C	N/C	\$5/hr	\$5/hr	\$10/hr	\$10/hr
<b>Gymnasium</b>	N/C	N/C	N/C	N/C	\$5/hr	\$5/hr	\$10/hr	\$10/hr
<b>Cafeteria</b>	N/C	N/C	N/C	N/C	\$5/hr	\$5/hr	\$10/hr	\$10/hr
<b>Kitchen</b>	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$30/hr	\$45/hr	\$30/hr	\$45/hr
<b>Library</b>	N/C	N/C	N/C	N/C	\$5/hr	\$5/hr	\$10/hr	\$10/hr
<b>Harris Field</b>	N/C	N/C	\$30/hr	\$50/hr	\$50/hr	\$50/hr	\$50/hr	\$50/hr
<b>PHS Soccer Field</b>	N/C	N/C	N/C	\$10/hr	\$10/hr	\$10/hr	\$10/hr	\$10/hr
<b>Other Fields</b>	N/C	N/C	N/C	N/C	\$10/hr	\$10/hr	\$10/hr	\$10/hr

All fees will be billed to the organization and due 10 days from the date of invoice. Make all checks payable to the Pelham School District and mail to P.O. Box 510, Windham, NH 03087.

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**Procedures:**

The following procedures will be in effect for use of facilities by all users:

1. Applications for organizations applying for the first time are available at all schools and on line at the Pelham School District web site.
2. A finished application should be submitted to the Business Department at the SAU office or the main office of any school building.
3. All users wishing to use the facilities must read and complete the “USE OF FACILITIES APPLICATION” and agree to all Rules and Regulations.
4. If/when your application is approved, the renter must print a copy of it and have it with available when using the facility.

**Rules and Regulations:**

1. Facilities used will be limited to areas approved on the renters application.
2. Vehicles may not park on grass or obstruct fire lanes around any school building.
3. Using organizations should be aware of unsafe practices which could cause personal injury. Control of participants and spectators is the responsibility of the organizations using the facility.
4. Children must have adult supervision present at all times.
5. School custodians providing services will not be used as chaperones or used to supervise children.
6. Using organizations will be responsible for any destruction of property or equipment. The use of fields could be cancelled or denied due to deteriorating conditions.
7. The use of or possession of alcohol, tobacco, and controlled substances on school property is prohibited by New Hampshire State law.
8. Gambling, as defined in NH State law, is prohibited on school property.
9. Rearrangement of school furniture, fixtures or equipment is prohibited without prior approval.
10. No decorations/signs/banners shall be attached to any permanent structure or furnishings except by special permission.
11. All decorations/signs/banners must meet local and state fire code standards.
12. Open flame devices are not permitted in the building at any time.
13. Storage of materials and equipment by non-school users on school property is prohibited.
14. Bleachers, gym curtains, exit doors and windows will be opened and closed only by the custodian on duty.
15. Food and beverages may only be served in non-carpeted hallways and cafeterias.
16. There is no food or beverage allowed in the gyms.
17. Sneakers or non-marking shoes shall be worn at all times when using gyms.
18. Bleachers are not available for non-school events at the high school.
19. This agreement is subject to school use. Your event could be cancelled if the need arises for a school function.
20. Your event will be cancelled due to inclement weather if school is cancelled or dismissed early and for any unforeseen circumstances beyond the control of the school district.

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21. A police officer and crowd controller (a member of the Pelham Fire Department) are required to be on duty at all town functions (town meetings, elections) and any function involving 250 people or more. Arrangement for police protection and crowd controller are the responsibility of the renter.
22. In consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the facility user hereby covenants and agrees at all times to indemnify and hold harmless the school district, its school board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including , but not limited to, reasonable attorneys fees and legal costs arising out of the use of these rental premises and all school facilities, by the facility user, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.
23. As evidence of its financial ability to indemnify the school district, during the term of this agreement all non-school facility users shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officer, elected officials, representatives or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this agreement, such policy to provide limits no less than \$1 million per occurrence. A Certificate of Insurance naming the Pelham School District as Additional Insured shall be provided prior to the event.
24. The Pelham School Board and or its designee, has the right to waive or adjust rental fees at its discretion.

Persons or organizations violating any rules are subject to forfeiture of right to any future use of school facilities. **THE RESPONSIBILITY FOR ENFORCEMENT AND COMMUNICATION OF ALL RULES SHALL REST SOLELY WITH THE PERSON OR ORGANIZATION USING THE FACILITIES.**

PELHAM SCHOOL DISTRICT FACILITY USE APPLICATION

Organization Information

Non Transferable

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type: School Town Non-profit Profit

Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Event Information

Event Title: \_\_\_\_\_

Area Required: \_\_\_\_\_

Building: High School Middle School Elementary School

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Begin Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

If Recurrence Event

Start Recurrence Date: \_\_\_\_\_ End Recurrence Date: \_\_\_\_\_

Monday Tuesday Wednesday Thursday Friday Saturday

Sunday

Daily Weekly Bi-weekly Monthly Bi-Monthly

Other: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Requested Category \_\_\_\_\_

Approved for Category \_\_\_\_\_ Approved by \_\_\_\_\_

Date \_\_\_\_\_

The applicant must follow all guidelines and procedures and is responsible for enforcement and communication of all rules, regulations, fees and damages that may result from this user agreement. Certificate of Insurance must be presented before the event.

Terms Accepted: \_\_\_\_\_

Applicant

Approved: \_\_\_\_\_

Pelham School District-Director of Maintenance